Department of Culture, Communications and Sport
Guidelines for Artist Workspaces Scheme 2024

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING APPLICATION FORM AND SUBMITTING TO artscapitalunit@ccs.gov.ie

1. Introduction

The National Planning Framework recognises cultural infrastructure as an essential component for sustainable, attractive and liveable cities, towns, villages and rural areas. The National Development Plan 2021-2030 identifies a need for a flexible cultural infrastructure that *can meet a broad range of local cultural demands including for presentation, performance or production activities* (*pg. 78/79).*

Continued investment in our cultural regional infrastructure provides a significant contribution towards this goal. Much of the existing cultural infrastructure was initiated and core funded by Local Authorities, often in association with the Arts Council. Capital funding is provided by the Department towards the refurbishment and enhancement of these cultural facilities.

The *Programme for Government: Our Shared Future* sets out a commitment to support measures to increase the provision of affordable workspaces for artists and creative practitioners and ensure the timely delivery of arts and culture capital investment. The Department recognises that Local Authorities can play a vital role in delivering the infrastructure necessary to provide a number of artists´ workspaces nationwide. As Local Authorities are key drivers in advancing climate policy at local level, it is expected that these workspaces can be delivered in an energy efficient and sustainable manner. This aligns with the Department's commitment to climate action and national targets to reduce emissions by 51% by 2030 setting the path to net zero emissions by 2050.

The Department of Culture, Communications and Sport is now inviting applications from Local Authorities under a new pilot scheme with an allocated fund of €6m to increase the provision of artists' workspaces across Ireland.

Your completed application form should be emailed to artscapitalunit@ccs.gov.ie with "**Artist Workspaces Scheme**" inserted in the email subject line.

2. Aims of the Scheme

There is a shortage of affordable creative spaces: studios, performance spaces, simple workspaces where artists and other creatives can experiment and collaborate.

The primary focus of this pilot scheme is to provide funding to Local Authorities to enable them to provide additional capacity and availability of artist workspaces in their regions on a sustainable basis. Under this scheme Local Authorities are therefore invited to propose projects which can accommodate and address the demand for artist workspaces in their regions and produce workspaces that are fit for purpose, design focused and accessible.

Projects should aim to achieve a high standard of energy efficiency, which in turn will result in workspaces that are more comfortable places to work, and that can be operated with lower running costs. An Environment and Climate Change statement in relation to this scheme is attached at **Appendix A**.

Each Local Authority can apply for up to **€150,000/€300,000** (applicable rate as outlined below) for Artist Workspaces under the scheme and would itself provide **match funding of 40%**. Funding in kind will not be acceptable.

Each workspace must be made available to arts and cultural organisations and individuals at affordable rates on a sustainable basis.

3. Who is eligible to apply?

Any Local Authority within the Republic of Ireland with a project that satisfies the aims of the scheme. The Department reserves the right to refuse any project.

4. Available Funding

- Capital grants up to a maximum of **€300,000** will be made available to the following **densely populated Local Authority areas should they apply;** Cork City Council, Dún Laoghaire–Rathdown County Council, Fingal County Council, Galway City Council, Limerick City and County Council, Louth County Council, South Dublin County Council, Waterford City and County Council;

- Capital grants up to a maximum of **€150,000** will be made available to the remaining Local Authorities;

- The maximum grant available will be **60% of the eligible costs**. This would normally be 50% but the Department is making an exception for this scheme;

- An expenditure guideline limit of €50,000 **per** individual artist workspace unit will also apply. Applications in excess of this limit may be considered on a case by case basis;

- Once a final cost for the project has been established, the Department's contribution will be calculated as a percentage of the total eligible cost and invoices submitted for payment will be paid at that rate;

- Applicants will be required to provide definitive documentary evidence at application stage of the availability of matching funding and works must be completed and paid for before payment is made by the Department;

- In general, only **one application from any Local Authority** will be considered at a time. However, where a Local Authority wishes to propose projects in two separate locations, they may submit two separate applications. In this instance, the maximum grant of €150,000/€300,000 still applies.

- While there is no closing date, **any funds not allocated within nine months** from the launch of the scheme may be re-distributed to Local Authorities who have **already applied and made significant progress with their projects** subject to a detailed Business Case.

5a. What will be funded

The following are examples of expenditure that are eligible for funding but this is not an exhaustive list:

- Projects that provide additional capacity for artists and artistic production including projects that address accessibility issues;
- Refurbishment and upgrading of existing facilities to provide additional capacity for artists and artistic production;
- Lighting and sound equipment;
- Heating and plumbing works;
- Health and safety works;
- Mechanical and electrical works;

- Seating, staging, soundproofing and storage;
- Painting and decorating (outside of routine maintenance);
- Non personal digital equipment;

5b. What will not be funded

The following are some examples of expenditure, which are not eligible for funding, but this is not an exhaustive list:

- Purchase of lands or buildings;
- New builds;
- Any current costs will not be funded;
- Insurance;
- Routine Maintenance, minor repairs or other on-going costs;
- Legal fees;
- Projects or elements of projects where works have already commenced or where contracts have been signed prior to grant award;
- Personal IT equipment and associated software packages e.g. laptops/ MacBook's/ mobile phones/ iPads/ tablets/ blu ray players/ small cameras/ camcorders etc.;
- Musical instruments (***this is covered by the Music Capital Scheme administered by Music Network on behalf of the Department);***
- Vehicles;
- Landscaping;
- Feasibility studies;
- Subscriptions and 'cloud based' services;
- Office furniture & Shredders;
- Private or commercial operations;
- Consumables;
- Annual Maintenance contracts;
- Rent

6a. Requirements of the Scheme

The following conditions and requirements apply to all projects:

- **Legal Title -** The Local Authority must have legal title to the property being developed

- A letter from the Local Authority solicitor outlining the legal status of the property to be developed and confirming that there are no legal impediments to the project promoters entering into such a legal arrangement with the Minister must be provided at application stage.
- Each Local Authority must also set out how they propose to facilitate the use of the space with all who wish to use it.

- **Owner consent –** consent from the Local Authority (owner of the property) must be provided at application stage. Through the application form the Local Authority must;
    - Agree to the works being completed on the property;
    - Agree to allow a charge to be placed on the property if prior cumulative grants and/or this grant from the Department exceeds €400,000;
    - Agree to sign a Statutory Declaration before a Commissioner for Oaths or a solicitor acknowledging the Minister's financial interest in the project for grant amounts under €400,000.

- **Tax Requirements**
    - The organisation must be tax compliant. In line with tax clearance procedures, which came into effect in January 2016, the Tax Clearance Access Number and Tax Reference number must be submitted for verification purposes.;
    - VAT will only be paid where the promoter cannot reclaim VAT from the Revenue Commissioners.

- **Technical documentation -** The following documentation must be submitted together with the completed application form:

    - Copies of drawings, maps/plans and any other relevant technical documentation, if applicable.

- **Professionally prepared quotation or pre-tender estimate**
  At least one professionally prepared quotation or pre-tender estimate must be provided at application stage for all aspects of the works being applied for. This can be one or more documents but must cover everything being applied for.

  The following types of documents are acceptable as quotes:
  1. An estimate prepared by a technical supervisor (typically an engineer, quantity surveyor or architect). The estimate must include details of who provided it and their relevant qualifications;

2. A quote from a contractor/supplier including details of who is providing the quote;
3. Extract from a catalogue/website (for equipment only).

- **Statutory Consents -** Applicants must ensure that all necessary statutory permissions and consents have been obtained before any works commence. This includes but is not confined to planning permission.
  Please attach copy of planning permission received or details of planning permission required if applicable;
  Please attach details of other statutory consents if applicable;

- **Evidence of availability of own funding -** Written evidence from the Local Authority Finance Officer of the availability of all matching finance to complete the project must be submitted with the application form. The source(s) of matching funding must be clearly identified in this letter. Matched funding in kind is not eligible.

  - A letter of indemnity is required from the Local Authority to cover borrowings or cost overruns / cost increases of the proposed project.

- **Audited Accounts/Financial Statements**
  The organisation must submit its Audited Accounts/Financial Statements at application stage.
  - One year's Audited Accounts must be submitted.

6b. Other Requirements of the Scheme

- **Timing of Scheme and drawdown of grant**
  - The Scheme will remain open for applications from **12 June 2024** until the fund has been exhausted i.e. there will be no closing date.

- **Drawdown of grant** - Projects must be completed and grant drawn down within **18 months** of grant award.

- **Procurement -** All projects in receipt of grant assistance must comply with the Public Procurement Guidelines and the Government's Construction Works Management Framework (CWMF).
  - For goods and services please see https://ogp.gov.ie/public-procurement-guidelines-for-goods-and-services/
  - For construction works please see https://constructionprocurement.gov.ie/

- **The Per Cent for Art Scheme** – If the project is a construction project, the Per Cent for Art Scheme must be applied. The scheme requires expenditure of up to 1% of the construction costs on an arts project. Details of the scheme are available at the following links: https://www.publicart.ie/fileadmin/user_upload/PDF_Folder/Public_Art_Per_Cent_for_Art.pdf

- **Acknowledgment of funding** - Project promoters will be obliged to acknowledge the Department's assistance in all publicity material by inclusion of the Departments and *Project Ireland 2040*'s logos on their website and a written acknowledgement in any reports/publications and promotional materials.

- Photographic evidence of a bilingual sign indicating that the project is being part-funded by the Department of Culture, Communications and Sport under *Project Ireland 2040* will be required by the Department prior to final drawdown of grant

- All organisations in receipt of capital funding from the Department of Culture, Communications and Sport are required to sign up to the Safe to Create Code of Behaviour Code of Behaviour – Safe to Create. With this in mind, any artists who avail of the artist workspaces resulting from this scheme should be strongly encouraged to undertake the three training courses, developed for the creative industries, which are being delivered as part of the Safe to Create Programme. The training courses are **1)** Tackling Bullying and Harassment at work, **2)** Addressing Unconscious Bias and **3)** Being an active bystander in the arts and creative sectors. Full details are available at Training & Resources – Safe to Create

7. Selection Criteria

- All applications will be assessed against the eligibility criteria as listed in Sections 2 & 3 of these Guidelines.

8. Corporate Governance

8a Monitoring:

Grantees will be required to comply with the highest standard of transparency and accountability as documented in Department of Public Expenditure and Reform Circular 13/2014 - *Management of and Accountability for Grants from Exchequer Funds* http://circulars.gov.ie/pdf/circular/per/2014/13.pdf

8b Local Authority Governance Code

Grantees are required to comply with the Governance Code, which covers Local Authorities.

8c State Aid Rules

Promoters will need to ensure compliance with European State Aid Rules as provided for in Article 107 and 108 of the Treaty on the Functioning of the European Union.
Article 53 of the General Block Exemption Regulation details the type of eligible aid and aid intensity.
For investment aid, the eligible costs shall be the investment costs in tangible and intangible assets, i.e. costs for the construction, upgrade, acquisition, conservation or improvement of infrastructure, if at least 80 % of either the time or the space capacity per year is used for cultural purposes.
The aid amount shall not exceed the difference between the eligible costs and the operating profit of the investment. The operating profit shall be deducted from the eligible costs ex ante, on the basis of reasonable projections, or through a claw-back mechanism.
The operator of the infrastructure is allowed to keep a reasonable profit over the relevant period.
No State Aid can be provided to insolvent undertakings.

9. Other

Approval Procedures
All applications for funding under this scheme received by the Department will firstly be checked to ensure eligibility.

Following the determination of eligibility and all the necessary documentation in place, each approved project, subject to the completion of legal formalities and other requirements, will receive an offer in principle of grant-aid.

This will be subject to compliance with all the relevant conditions which will be set out in a Service Level Agreement (SLA) and subject to the satisfactory acceptance by the project promoter of this offer and the conditions contained in SLA.

The Minister reserves the right to reassign the funds offered to another approved project if all requirements are not met within a defined period.

Audit
The Department reserves the right to carry out an audit of expenditure or conduct inspections from time to time. In addition, the Office of the Comptroller and Auditor General reserves the right to

inspect documentation as per conditions in D/PER Circular 13/2014 as referred to under Section 8a above.

Publication

Details of individual awards will be published on the Departments website including, the name of the grantee; region in which the beneficiary is located; grant amount expressed as full amount in national currency; granting authority; date of granting.

Appeals Procedures

If an organisation is eligible for funding, has all the required documentation in place and is applying for an eligible project, as set out above it will receive an offer in principle of grant aid subject to available funding.

Ineligible applicants will be notified as soon as they are deemed ineligible and reasons for same provided. Unsuccessful applicants will have an opportunity to appeal this decision if they wish. The notifying letter will set out all the required steps for an appeal and the required time frames involved in order to appeal this decision.

10. General

The information provided in this document is intended to give applicants an understanding of the process by which applications for assistance are assessed and approved and does not purport to be a legal interpretation.

Freedom of Information Act 2014

Under the Freedom of Information Act 2014, details contained in applications and supporting documents may, on request, be released to third parties. If there is information contained in your application which is sensitive or confidential in nature, please identify it and provide an explanation as to why it should not be disclosed. If a request to release sensitive information under the legislation is received, you will be consulted before a decision is made whether or not to release the information. However, in the absence of the identification of particular information as sensitive, it could be disclosed without any consultation with you.

Site Visits and Evaluation Survey

The Department may carry out site visits during various stages of your project. You may also be required to complete an Evaluation Survey on completion of your project.

Data Protection
The Department's Data Protection Policy is available at Data Protection

Disclaimer
The Department of Culture, Communications and Sport shall not be liable to the applicant or any other party for any loss, damage or costs of any nature resulting directly or indirectly from the application or its subject matter or the Department's rejection of the application for any reason.
The Department, its servants or its agents shall not at any time in any circumstances be held responsible or liable for any matter connected with developing, planning, financing, building, operating, managing and/or administering individual projects or any matter connected with the part payment by the Department of invoices submitted by grantees.

Further information may be requested
The Department reserves the right to request further information from you in order to assess your application if so required.

Advice for applicants before completing applications
Applicants may find the following resources helpful;

- The Sustainable Energy Authority of Ireland (SEAI) was established as Ireland's national energy authority under the Sustainable Energy Act 2002. SEAI's mission is to play a leading role in transforming Ireland into a society based on sustainable energy structures, technologies and practices. It may be useful to seek advice from SEAI in regard to energy awareness for the proposed project. An energy audit by one of the SEAI's Registered Energy Auditors can be undertaken to assist organisations to plan their capital works properly and receive the correct advice in this regard. More details are available on the SEAI website: http://www.seai.ie

- Building for Everyone: A Universal Design Approach. http://universaldesign.ie/Built-Environment/Building-for-Everyone/

- The Association of Irish Stage Technicians (AIST) and Theatre Forum are two resource organisations which can provide technical assessment / advice related to particular capital demands. It may be advisable to have the technical specifications of the project assessed by experts in the field before an order is placed. This is particularly relevant in the context of energy considerations. AIST has implemented energy-saving policies with positive results in venues. More details are available on the AIST website: www.aist.ie

- The Arts Council's website contains information resources including downloadable case studies, guidelines, reports and other documents and which can be accessed at the following link. https://artscouncil.ie/

- Arts & Disability Ireland https://adiarts.ie/ - Accessibility audits

- Dublin City Council have published a **Cultural Infrastructure Guidance & Toolkit** resource which provides guidance to property developers, cultural operators and resource organisations to deliver cultural and community spaces in the city. Full details at the following link Building Culture - Culture Infrastructure Toolkit | Dublin City Arts Office

11. How to apply

The Application Form is available on the Department's website **here.** Local Authorities should complete this form and send as an attachment with the relevant documentation to **artscapitalunit@ccs.gov.ie** typing **'Artist Workspaces Scheme'** in the subject line of email.

The Department will **only** accept applications that are emailed to the above address with all the required documentation.
Applicants are required to

- Complete the application form outlining the project. *Please note there will be a number of documents that will need to be attached with the application. The application form should not be submitted without all the relevant attachments being provided. (See below for size of files the Department's system will accept).*
- Applicants must provide a completed and signed declaration as provided for on the application form.

Please note your email with all the relevant attachments may exceed the size that the Department's mailbox can accept. If your mail size exceeds 20MB please use the file transfer system below:

The Department have a dedicated file transfer system for receiving larger files
The link is https://filetransfer.chg.gov.ie/filedrop/~dfKlx4

Please upload your files to this link.

The system will only accept individual files that are under 20MB but you can upload multiple files that in total add up to more than 20MB.

N.B. INCOMPLETE APPLICATIONS AND / OR APPLICATIONS THAT ARE NOT ACCOMPANIED BY THE REQUIRED DOCUMENTATION WILL NOT BE CONSIDERED.

Submission of false or misleading information to the Department at any stage is treated very seriously. Any Local Authority that does not comply with the terms and conditions of the Artist Workspaces Scheme may be subject to inspection, have their grant withdrawn, be required to repay all or part of a grant and/or be barred from making applications for a period of time. All serious breaches of the terms and conditions of the Scheme will be notified to the relevant authority.

A Checklist is attached at the end of the application form detailing what supporting documentation is required to be submitted with the application.

There is no closing date for this Scheme. Applications will be accepted until the fund is exhausted.

For any queries please email: artscapitalunit@ccs.gov.ie

An acknowledgement email of your application will be sent to your email address. If you do not hear from us within five working days, please contact us at the email address above.

Appendix A

Environment and Climate Change - Statement

Under this capital scheme, funding will be provided to Local Authorities to provide a number of artists' workspaces which ideally will be long-term, secure and affordable workspaces for artists mainly in the main cities and towns. This involves investing amounts of public funding towards repurposing existing buildings including the fitting out of infrastructure for lease by artists for extended periods. Projects funded through the scheme will involve energy and material consumption through activities such as refurbishment and fit-out of existing infrastructure; and the workspaces will consume material and energy over their operational lifetime.

This scheme is founded on sustainable development principles – embracing economic, social and environmental aspects of human activity. Aligning this scheme to national sustainability ambitions can be expected to achieve the following:

- Provision of long-term, secure and affordable workspaces for artists in the main cities and towns in line with the core aims of sustainable development.
- Establishment of a stock of high quality workspaces that are designed, built and operated with regard to national ambitions on environmental quality and climate change.
- Enhancement of cities and towns across Ireland through revitalisation of derelict / underutilised buildings and reintroduction of activity in these buildings.
- Development of partnerships with Local Authorities in delivering models for provision of cultural infrastructure on a long-term sustainable basis.
- Improvement of employment opportunities for artists and others in the creative industries.

The Department is committed to climate action and national targets to reduce emissions by 51% by 2030 setting the path to net zero emissions by 2050. The Arts Council has a vital role to play helping to deliver national climate objectives and positioning the arts as a resource for transformative change and will be publishing its Climate Action and Environmental Policy in the near future. In the meanwhile, the Council are making specific climate and environmental training and resources available to the arts sector.

Local Authorities are key drivers in advancing climate policy at the local level. The Local Authority Climate Action Plans address, in an integrated way, the mitigation of greenhouse gas emissions and climate change adaptation and strengthen the alignment between national climate policy and the

delivery of effective local climate action. In view of the importance of sustainability and climate matters, these should be carefully considered by the applicants in relation to their proposed project.

Local Authorities have a key role in the delivery of climate action. This is reflected in the provisions of the Climate Action and Low Carbon Development (Amendment) Act 2021, which requires each Local Authority to prepare a Local Authority Climate Action Plan (LA CAP), specifying the adaptation and mitigation measures to be adopted by the Local Authority. A number of work programmes, including LA CAPs, are being supported by the Department of Climate, Energy and the Environment in collaboration with the local government sector to drive emission reductions locally.

In this scheme, environment and climate matters should be clearly addressed at application stage through a statement of environmental commitment. This should detail measures and approaches to be taken across three key phases of the project – with emphasis on the design stage:

a) Design: *Considerations to result in long-lasting workspaces that have good insulation; energy efficient lighting and heating, and that maximise the retention of existing building fabric. At this stage other issues for attention could include use of renewable energy generation; facilities for greener travel; and provision of measures to enhance biodiversity.*

b) Works: *Management and implementation of building works to minimise environmental impact, reduce consumption of materials, and prevent unnecessary waste generation.*

c) Operation: *Arrangements to ensure that day-to-day environmental impacts are minimised through energy conservation actions; reuse of materials; and effective waste recycling.*

Note: Projects should aim to achieve a high standard of energy efficiency, which in turn will result in workspaces that are more comfortable places to work, and that can be operated with lower running costs. It is noted that upgrading traditional buildings in sympathy with heritage aspects can be challenging, but recently published government guidance specifically addresses this issue – see below.

Key documents to guide and inform the production of this statement are:

- Local Authority Climate Action Plans
- Improving Energy Efficiency in Traditional Buildings
- National Building Regulations
- National Waste Management Plan for a Circular Economy